



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

1. Application Date 9/21/72	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received . Application No. Date Completed NOV 9 1972 305 NOV 14 1972			
2. Agency Application No.	3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Planning & Programming - Statewide Planning No. 2 Capitol Square - Room 366 Atlanta, Georgia		4. Person to Contact (Guy Gaskin) Oscar Roberts			
		5. Working Title CE IV	6. Tel. No. 5334			
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.						
8. Earliest & Latest Dates of Series 1969 - To Date		9. Exact Series Title Transportation Project Notification and Review (A-95) File				
10. What is the function of the office in which this record series is created  To develop a statewide multi-modal transportation plan in conjunction with the development of a national transportation study. The national study will relate the transportation systems within the State to the national transportation network.  To develop transportation plans for the highway systems of non-urban areas. This includes those areas with populations less than 5,000 and rural areas.  To develop socio-economic and environmental impact studies for proposed highway projects in rural and urban areas.						
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):  The records series consists of the Project Notification and Review Form (SC-A95-5). An A-95 is a summary of a proposed project affecting some mode of transportation. The Regional Clearing House sends the A-95 to the Department of Transportation for review and comment. Statewide Planning maintains the record copy of the A-95's for both rural and urban areas. The clearing house assigns each A-95 a number; this number is different from the project number. The record series is filed by the A-95 number.						
ATTACH SAMPLES OF THE FILE						
12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	3	4.5			1	1.5
Legal-size File Drawers			Floor Space Occupied (Square Feet)		In Office(s) In Storage Area(s)	
					This Year's	Last Year's
			AVERAGE DAILY REFERENCES		2	0
					0	0
					0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☒ [x] ☐ [ ]  
The Regional Clearing House maintains a duplicate file.
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ [ ] ☒ [x]
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ [ ]  
Could request a duplicate copy from the Regional Clearing House.
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [x]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ [ ] ☒ [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [x]

24. REQUIREMENTS. The following requires the files to be kept 6 months years:

- a. ☐ [ ] STATE LAW b. ☐ [ ] STATUTE OF LIMITATION c. ☐ [ ] AUDIT PERIOD d. ☐ [ ] FEDERAL LAW e. ☒ [x] ADMINISTRATIVE DECISION f. ☐ [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

Once the Department of Transportation has commented on the A-95 no further action is required. The disposition of this record is not governed by Federal or State law.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☒ [x] CALENDAR YEAR - ☐ [ ] FISCAL YEAR - ☐ [ ] Other

then:

- ☒ [x] Hold in the current files area 6 month(s)/ year(s):
- ☐ [ ] Transfer to ☐ [ ] State Records Center ☐ [ ] Local Holding Area; hold \_\_\_\_\_ year(s):
- ☒ [x] Destroy.
- ☐ [ ] Transfer to State Archives for permanent retention.
- ☐ [ ] Destroy immediately after cut-off.
- ☐ [ ] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer

Date 10/12/72

26. Recommendations		<input type="checkbox"/> [ ] Approved	<input type="checkbox"/> [ ] Disapproved	Head of Agency/Designee	Date
in Paragraph 25 are:	State	<input checked="" type="checkbox"/> [x] Approved	<input type="checkbox"/> [ ] Disapproved	William M. Dixon	11-10-72
	Records	<input checked="" type="checkbox"/> [x] Approved	<input type="checkbox"/> [ ] Disapproved	Carroll Hart	Nov. 8, 1972
	Committee	<input checked="" type="checkbox"/> [x] Approved	<input type="checkbox"/> [ ] Disapproved	Robert K. Sheel	11/14/72